

STATE OF HAWAII  
Accounting Manual

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SECTION 352: U. S. CIVIL SERVICE COMMISSION HEALTH PLAN

Legal Provisions

Authority for health benefits coverage for cooperative extension employees who hold a Federal appointment with the Federal Extension Service, U. S. Department of Agriculture, is provided by the Federal Employees Health Benefits Act of 1959. Regulations of the U. S. Civil Service Commission and the U. S. Department of Agriculture which are applicable to the Act, and agreements between the Federal Extension Service and its State counterpart, the University of Hawaii, must also be adhered to.

The State of Hawaii, as employer, has the responsibility of withholding the employee's contribution from his salary, and the University of Hawaii controls transmittal of the withheld amount to the U. S. Civil Service Commission.

Forms

The PAYROLL ASSIGNMENT REGISTER (U. S. CIVIL SERVICE COMMISSION HEALTH PLAN), a computer printout that lists employees' names and health plan contribution amounts, is the "form" that is used in the following procedures. Refer to Part 700, Appendix, for form illustrations and related instructions.

Reports

Refer to Part 800, Appendix, for sample reports and related explanations.

Procedures

The General Voluntary Deduction Procedures as presented in SECTION 340: VOLUNTARY DEDUCTIONS are followed in processing U. S. Civil Service Commission Health Plan assignments, changes, or cancellation of assignments.

Exceptions to the General Voluntary Deduction Procedures are as follows:

I. UNIVERSITY OF HAWAII:

A. Copy #2 of the prior period's PAYROLL ASSIGNMENT REGISTER (U. S. CIVIL SERVICE COMMISSION HEALTH PLAN) is the source document from which health plan contribution amounts for each eligible employee are obtained. Using this "form", the responsible departmental office performs the following tasks:

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Procedures (cont'd.)

1. Lines out information which is intended to be deleted in its entirety;
  2. Lines out information which has been superseded and inserts the corresponding changes;
  3. Inserts new information for additions to the register by name and in alphabetical order;
  4. For registers resulting from the first pay period of the month, lines out the columnar heading "1st Half" and inserts above it the wording "2nd Half";
  5. For registers resulting from the second pay period of the month, lines out the columnar heading "2nd Half" and inserts above it the wording "1st Half".
- B. The foregoing "form" is submitted to Central Payroll by 4:30 p.m. of the 6th work day before pay day.

September 1, 1973